



PERCETAKAN NASIONAL MALAYSIA BERHAD

PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB) is an established printing company with 12 branches throughout Malaysia. We seek qualified candidates to join us.

OPERATIONS EXECUTIVE, i-KAD PROJECT - (CONTRACT) (KUCHING)

Responsibilities:

- Manage and monitor I-KAD Operation Center to ensure smooth production of cards.
- Train and assist operators to implement daily work activities according to the Standard Operating Procedure (SOP) so as to achieve production target.
- To perform quality check and control of I-KAD produced and prepare appropriate procedures or control measures for quality assurance.
- To prepare and maintain SOP related to I-KAD production and distribution.
- Perform first line of support role for all technical issues related to I-KAD printing and production.
- Managing and maintaining inventory of card & printer consumables at I-KAD Operation Center and assist Accounts and Store in updating necessary data into ERP system.
- Managing and coordinating with Store and Logistics for stock and items movement at I-KAD Operation Center.
- Maintains and prepares I-KAD reports (daily production statistics report, card reject report, production planning report, etc.) for submission to direct superior/management
- Monitor Operations staff work performance and attendance (Supervisor & Operators) and report to superior for Human Capital (HC) for further action.
- Perform any assignment/task related to Operations as assigned by direct superior/management.
- Liaise with customer (Immigration Department) for any related matters, as and when required.
- Liaise with vendors/suppliers for any related matters, as and when required.

Requirements:

- Possess a Degree in relevant discipline.
- Minimum 2 years working experience in job function or a similar capacity with project base is an added advantage.
- Good leadership, strong analytical, communication as well as interpersonal skills, result-oriented & team player
- Good problem solving skills and able to work under pressure.
- Good knowledge in Microsoft Office.
- Good command of spoken and written English and Bahasa Malaysia.
- Mature and willing to work long hours.
- Possess own transport.

Candidates are required to submit a comprehensive resume including:

- Details of present job responsibilities
- Current and expected salary
- Passport size photograph
- Certificates & relevant documents including the latest pay slip

to the following address:

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Human Capital Division
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Kindly submit your application before **31 July 2017**. Only shortlisted candidates will be notified.